**~~Slide 3~~** ~~– volume lower, link goes to Yahoo~~

**~~Slide 4~~** ~~– Resources still shows up as a small window when clicked and document names not visible~~ Submitted a case with Articulate; ~~no search bar below the menu tab~~

**Interaction** – Why is time Important?

* ~~Can narration be paused or replayed within interaction?~~ Added Seekbar
* ~~How employees are paid – narration repeats; says “TMI” instead of TM 1~~
* ~~Account for employee time – narration at beginning repeats~~
  + ~~Text: Keeping track of time also helps us to account for costs related to overtime, shift pay, and unscheduled work time to determine how they will impact your budget~~
* ~~Legal Requirement - narration at beginning repeats~~
* ~~Accountability and Reporting - narration at beginning repeats~~

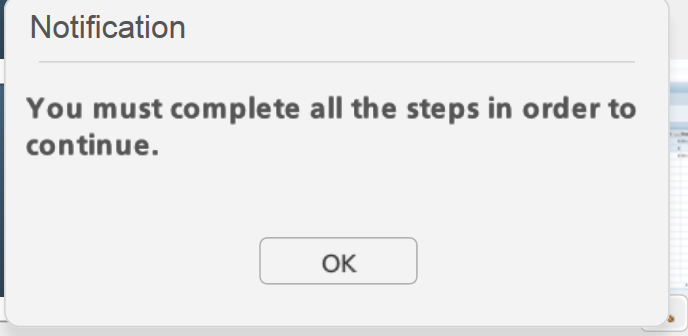
**~~Slide 14~~**

* ~~Exempt – Do not get paid overtime~~

**Interaction** – Additional Employee Groups, ~~can we make change the text size on the tabs so the entire text fits~~

* ~~Introduction~~ 
  + ~~Text: This impacts…and what type of work they are eligible for.~~
* ~~Permanent Full time employees~~
  + ~~Narration: Permanent full time employees are funded over 40 hours – change to: Permanent full time employees are funded for 40 hours~~

**~~Interaction -~~** ~~Types of Employees~~

~~File needs to be changed to allow users to skip parts of interaction; currently receive message~~ 

* ~~Introduction~~
  + ~~Text (1~~~~st~~ ~~paragraph): An employee’s role at CDOT indicates which fields…~~
  + ~~Text: delete paragraph under the bullets (redundant)~~
* ~~Engineering~~
  + ~~Text (bullet 1.): Indirect Cost Center and Functional Area~~
* ~~Maintenance~~
  + ~~Text (replace reactive with DOT1): There are two types of work orders…They are~~
    - ~~DOT1~~
    - ~~Routine/Preventative~~

~~The primary difference between the two is…and DOT1 work orders automatically…~~

**~~Slide 17~~** ~~– add 2 seconds to timing of slide~~

**~~Slide 18~~** ~~– add 3 seconds to timing of slide~~

**S~~lide 20~~**

* ~~Text:~~ 
  + ~~Employee – Change timesheet (biweekly within 2 weeks/monthly within 5 weeks)~~
  + ~~Payroll – Delete bullet and replace with Answer questions regarding timesheet errors and time approval deadlines~~
  + ~~HR – delete bullet and replace with FLSA rules and access to approve time in SAP~~
* ~~Narration: “In some cases you may need to contact HR for help. HR is able to answer questions regarding “time and leave rules, policies, and procedures. They can also assist if you are unable or having difficulty approving time in SAP. “~~

**~~Knowledge Check~~** ~~– What type of employee has prorated leave based on hours worked? Delete and replace with:~~

~~Which type of employees will not receive a paycheck if time is not approved by payroll deadlines? Select all that apply. (answer A, B, D)~~

1. ~~Winter Permanent Part Time Employees~~
2. ~~Permanent Part Time Employees~~
3. ~~Permanent Full Time Employees~~
4. ~~Temporary Employees~~

**CAPP video**

**~~Slide 39~~** ~~– Continue button does not work~~

* ~~Narration – change to be the same as slide 37~~

Knowledge Check: Regular time; when click correct entry, say answer is incorrect Are we sure?

**~~Slide 41~~** ~~– title in menu for this slide is “Comp Time” it should be “Shift Pay;” when click no, taken to section 4. Should be taken to Overtime.~~

~~Text: change title to: Shift Premium Pay~~

~~To be eligible for shift premium pay, an employee must meet ALL of the following criteria~~

* ~~Non-exempt~~
* ~~Eligible for shift pay differential~~
* ~~Assigned a 2~~~~nd~~ ~~or 3~~~~rd~~ ~~shift work schedule~~

~~Do you have one or more non-exempt employees eligible for shift pay?~~

**~~Slide 42 – add 3 second delay before slide transition~~**

~~Narration – replace narration with: Employees who are scheduled to work 2~~~~nd~~ ~~or 3~~~~rd~~ ~~shift but work 1~~~~st~~ ~~shift due to a qualifying event taking place between the hours of 6AM and 4PM may be eligible to receive shift pay for the hours worked on 1~~~~st~~ ~~shift. Examples of qualifying events are Safety meetings, mandatory trainings, and Remembrance events. Mandatory overtime due to snow or other routine maintenance operations is not eligible for the shift premium. When approving shift premium, be sure to verify that the hours worked on 1~~~~st~~ ~~shift are for a qualifying event and the hours coded to the wage type match the number of the hours worked for the qualifying event. For more information on shift premium… (keep this statement of current narration)~~

**~~Slide 45 –~~**

~~Screenshot should have a line for additional regular. The 2 hours of overtime in the original screenshot should have been change to additional regular time A/A type (051N) rather than being deleted. You should be able to edit the screen shot on slide 46 to replace the screen shot on slide 45~~

~~\*\*in the menu navigation under knowledge check: overtime, the title of the slides need to be changed~~

**~~Knowledge check – Overtime~~**

~~Revise items as described below~~

* ~~Confirm the working time overtime hours are entered as 014N or 014P~~
* ~~Confirm all scheduled hours are worked – change to Confirm at least 40 hours were worked during the work week~~

**Interaction – Comp Time**

* ~~Maintenance and Tunnel Comp Time Accrual~~

~~Narration: Now let’s look at… Maintenance and Tunnel employees may earn comp time for up to 16 hours worked each fiscal year. For every hour worked and charged to comp time earned, the employee earns 1.5 hours of comp leave, so 16 working hours equates to 24 leave hours. Maintenance and tunnel employees are not allowed to earn and use more than 24 hours of accrued comp leave in the fiscal year. Any accrued comp time remaining the end of the current fiscal year will be paid to the employee through regular payroll processing.~~

* ~~Non-maintenance comp time accrual~~
  + ~~Narration: Non exempt employees…may earn work up to 40 hours of overtime to earn comp time leave. 40 hours of overtime equates to 60 hours of accrued leave as it accrues at a rate of 1.5 hours of leave for every hour worked. Any accrued comp time hours remaining…~~
    - ~~Statement: As a supervisor it is your responsibility… delete and add to narration for Approving comp time section in interaction~~
* ~~Approving Comp time~~
  + ~~Text:~~ 
    - ~~Overtime hours approved to be compensated with comp time are recorded as Comp Time OT (031N or 031P)~~
    - ~~Hours are charged to the project…~~
  + ~~Narration: When it is used it should be entered as Comp time approved 013N/013P OT 031N or 031P. Comp time may not be used in the same week it is accrued and does count when determining overtime. As a supervisor, it is your responsibility to monitor how much comp time is earned and plan ahead to coordinate when an employee use comp time leave. Now let’s…~~

**~~Knowledge check – Comp time~~**

* ~~Replace Regardless of where an employee works, they earn the same amount of comp time with:~~

~~The comp time earning rate is 1.5 hours of leave for every 1 hour of comp time worked.~~

* + ~~True (correct answer)~~
  + ~~False~~

**~~Slide 51 – add 3 seconds to end of slide~~**

* **~~Double check link on slide~~**

**~~Slide 55~~**

* ~~Narration – first part of sentence is cut off. Starts with “and when it is entered…”~~
* ~~Text~~
  + ~~Maintenance and Tunnel – Limited to 16 hours and paid out~~

**~~Slide 56~~** ~~– add 3 seconds to slide~~

* ~~Narration: Leave cannot be approved if it is not requested released~~

**~~Interaction~~** ~~– Common Leave types – cannot navigate within interaction; change so the course does not automatically move to the next section of the interaction~~

**~~Slide 59~~**

* ~~Narration: transition refers to leave and the fiscal year but next slide is the absence quota video. Please update transition~~
* ~~Text: last bulled font size is a different size than the rest of the text on the slide~~

**~~Video~~** ~~– Display absence quota~~

* ~~Narration – please send it to me so I can edit it. There is a couple minute delay from the time the video ends and the next slide is displayed~~

**~~Interaction~~** ~~– Leave and the Fiscal Year – cannot navigate within interaction; change so the course does not automatically move to the next section of the interaction~~

**Slide 67**

* ~~Narration: Instruct user to click next, but then have a transition statement to review deadlines. Need to edit transition statement to say: When you are done click the next button to review approve time approval deadlines. Remember you can use the menu on the right… Now let’s review time approval deadlines~~